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Headquarters, U.S. Army Cadet Command
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Fort Knox, Kentucky 40121-5123

USACC Regulation 145-9

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Functional Area

**CADET COMMAND RESERVE OFFICERS' TRAINING CORPS BRANCHING,
COMMISSIONING, AND ACCESSIONING REGULATION**

FOR THE COMMANDER:

OFFICIAL:

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Commanding



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History. This publication augments Army appointment and commission regulations Army Regulation (AR) 145-1, Senior Reserve Officers' Training Corps (SROTC) Program. Organization, Administration, and Training, dated 22 July 1996; AR 135-100, Appointment of Commissioned and Warrant Officers of the Army (Army National Guard and Army Reserve, dated 1 September 1994; and AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army, dated 21 November 2006. This USACC regulation provides definitive guidance and procedures for the branching, commissioning, and accessing of Reserve Officers' Training Corps (ROTC) Cadets selected for Active Duty (AD), Reserve Duty (RD), Educational Delay (DL) or the Early Commissioning Program (ECP) to include form, checklists and examples of Memoranda.

Summary. This publication outlines the annual Component and Selection process for all Cadets to include Reserve Component, Guaranteed Reserve Force Duty (GRFD) scholarship recipients, Early Commissioning Officers and Regular Army. The Campus Order of Merit List and the accessions process Outcomes Metrics List (Model) are explained in Chapter two. Administrative procedures and documents are provided for Distinguished Military Graduate criteria, process erroneous commissions, and how to complete commission documents for United States Army Reserve and Regular Army

appointments. Chapters three and four outlines general commission and accession procedures. Chapter five addresses policies and procedures for Early Commission Program Cadets to include examples of memoranda.

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and its subordinate units.

Proponent and Exception Authority. The proponent for this regulation is the Chief of Staff, G1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army Management Control Process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited by subordinate commands of USACC.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USACC, and Attention: ATCC-PA, Fort Knox, KY 40121-5123.

Distribution. Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

Summary of Change

USACC Regulation 145-9

CADET COMMAND RESERVE OFFICERS' TRAINING CORPS BRANCHING,
COMMISSIONING, AND ACCESSIONING REGULATION

- This publication reflects current Command and subordinate unit organization designations. References to Regions have been removed. References to Leader Development and Assessment Course (LDAC) and Leader Training Course (LTC) are deleted and revised to read Advanced camp and Basic camp.
- Paragraph 2-6 b revised to explain background of the Outcomes Metrics Model (OML) Model. USACC no longer conducts a Commission Review Board and all references to that board is deleted.

- Paragraph 2-6c revised to explain the Talent Management Program.
- Paragraph 3-2 Commissioning Authority. Paragraph specifies PMS responsibilities and refers to the newly published USACC Form 145-5-1, March 2015, Appointment Checklist.
- Paragraph 3-3 c Physical Fitness. Noted that guidance for the newly created Occupational Physical Assessment Test (OPAT) is pending from HQs Department of the Army. Once guidance is received on how the OPAT will apply to the appointment and branching process a rapid action revision will be published.
- Paragraph 3-3 c(1) Changed the number of days prior to commissioning that the PMS may administer the Army Physical Fitness Test (APFT) and conduct Height/Weight verification from 60 to 130 days. This allows time for disenrollment actions in case of failure.
- Paragraph 3-4 Appointment in the U.S. Army Reserves (USAR) is revised and separates any guidance regarding Regular Army (RA) appointments. Paragraph 3-4b (1) and (2) deleted and incorporated into Paragraph 3-5.
- Paragraph 3-5. Re-labeled Regular Army Appointments. This paragraph addresses administrative processes for RA Appointments.
- Delete Paragraph 3-5h. Incorporate revision into new paragraph 3-6h. The requirement is corrected to read “document counseling of RFD Cadets on their military service obligation to complete BOLC-B within 36 months of commissioning.
- Paragraph 3-6 outlines PMS Responsibilities. There are multiple changes and updates.
- Paragraph 3-8 outlines Erroneous Appointments. There are multiple changes to this paragraph.
- Paragraph 3-9 outlines Changes to Commissioning Date or Status. New Memoranda of Appointment for USAR and RA are added at Figures 3-2 and 3-3 and need to be used effective immediately. Multiple changes are added to this paragraph. The Discharge Order is unchanged. See Figure 3-4.
- Chapter 4 is updated with current administrative procedures and iPERMS access guidance outlined.
- Chapter 5 is updated with current administrative procedures and updated Appendix D – Addresses for State Adjutant Generals.

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1-1. Purpose

This regulation provides definitive guidance and procedures for the branching, commissioning, and accessing of Reserve Officers' Training Corps (ROTC) Cadets selected for Active Duty (AD), Reserve Duty (RD), Educational Delay (DL) or the Early Commissioning Program (ECP).

1-2. References

Required publications, prescribed forms, and referenced forms are listed in Appendix A.

1-3. Explanations of abbreviations and special terms

Explanations of abbreviations and special terms used in this regulation are listed in the glossary.

1-4. Responsibilities

- a. The Commanding General (CG), US Army Cadet Command (USACC), has managerial and operational responsibility for the ROTC Program, except for those functions and responsibilities retained by Headquarters, Department of the Army (HQDA) and U.S. Army Training and Doctrine Command.
- b. Brigade commanders are responsible for those functions identified in this regulation and as otherwise directed by Headquarters, Cadet Command (USACC HQS).
- c. Professors of Military Science (PMS) are responsible for the implementation of policies and procedures outlined in this regulation and in accordance with (IAW) applicable Army regulations.

1-5. Objectives

- a. To specify the basic policies and procedures for appointing ROTC Cadets as commissioned officers in the U.S. Army.
- b. To ensure Cadets who satisfactorily complete all ROTC requirements, including the Advanced camp, and possess a baccalaureate degree granted by an accredited college or university are commissioned IAW Army Regulation (AR) 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration And Training, Chapter 6, and Sections I and II of this regulation.
- c. To ensure Cadets who have completed all ROTC requirements and have 36 months or less to complete a baccalaureate degree are not commissioned except under those conditions provided for Early Commissioning Program (ECP) officers.

Chapter 2 – Component Selection and Branching

2-1. Definition

Selection is the process by which a Cadet/lieutenant is assigned to a duty component status (AD, RD, or DL) and *branching* is the process by which the Cadet/lieutenant is assigned to basic and control branches.

2-2. Component/Branching Files

a. The PMS is responsible for the preparation of electronic accession files in accordance with the annual U.S. Army Cadet Command (USACC) Circular 601-XX-1 (pending). Component/Branching files will be submitted for Cadets and ECP officers whose graduation/commission dates fall within the accession zone designated in the annual HQDA/ROTC Accessions Guidance and/or USACC accessions regulations and circulars.

b. A Cadet who was not branched during the regular board process may be reviewed by a standby board provided:

(1) The Cadet's graduation and commissioning dates meet the suspense date identified in USACC Circular 601-XX-1 (pending).

(2) Extenuating circumstances existed which prevented the Cadet from being accessed during the regular HQDA/ROTC Selection and Branching Board.

(3) The Cadet's component/branching file is received at USACC G1, Accessions and Security Division (ASD) prior to the suspense date established in USACC Circular 601-XX-1 (pending) of the Fiscal Year (FY) in which the Cadet will be commissioned. Files received after the established cutoff date will be returned and held by the ROTC Program for submission and consideration at the next Fiscal Year (FY) HQDA/ROTC Selection and Branching Board.

2-3. Branching and Commissioning Policies

a. Guaranteed Reserve Force Duty (GRFD) scholarship. Recipients of a GRFD scholarship must execute an ROTC Cadet Command Form 203-R, Guaranteed Reserve Force Duty (GRFD) Scholarship Cadet Contract Endorsement, IAW USACC Regulation 145-10. These Cadets are ineligible to apply for active duty since revocation of the GRFD endorsement is not authorized.

b. Cadets with a Cadet Command Form 202-R, Guaranteed Reserve Forces Duty (GRFD) Non-Scholarship Contract Endorsement, cannot apply for AD unless they have completed Cadet Command Form 204-R, Revocation of the Guaranteed Reserve Forces Duty (GRFD) Cadet Contract Endorsement, IAW USACC Regulation 145-10. The CG, USACC, is the approving authority for revocations. A copy of the approved request must be maintained at the ROTC Program in the accession hard-copy file.

c. Branching: All Cadets selected for Regular Army (RA) appointment/active duty component will be branched based on the OML and Talent Management process. All other Cadets assigned to Reserve Forces Duty (RFD) either to the United States Army Reserve (USAR) or Army National Guard (ARNG) will be branched based on qualifications and the vacancies which they are to fill in the United States Army Reserve or by the Army National Guard Officer Strength Manager in the state where they plan to fulfill their military service obligation.

2-4. Campus Order of Merit List (OML)

The PMS will use the following factors to establish the Campus OML: ROTC Program participation, campus activities, and academic performance.

2-5. Distinguished Military Student (DMS)/Graduate (DMG)

a. At the beginning of each school year (SY), the PMS will use an OML to rank all Cadets who attended CLC the preceding summer. This OML will be used to designate the DMS within the ROTC Program.

b. The CG, USACC, is the designation authority for DMG and USACC HQS, Deputy Chief of Staff (DCS), G1, Accessions and Security Division (ASD), Accessions Branch, is responsible for obtaining and completing the DMG certificates while ROTC Programs complete the DMS certificates.

c. Designation as a DMG.

(1) Criteria for DMG selection:

(a) Cadet is ranked in the top 20% of the National OML and meets the criteria in paragraphs (b) and (c) below. USACC HQS will announce DMG selections when board results are released.

(b) Successfully completed Advanced camp. (Previously named Cadet Leader Course.)

(c) Graduated with a baccalaureate degree, or has a statement from the head of the institution that all requirements for a baccalaureate have been completed and the degree will be conferred at the next regular commencement.

(2) USACC HQS will issue the certificate, DA Form 2164, signed by the CG, Cadet Command, and forward to the PMS. When the Cadet is otherwise qualified, the PMS will add his/her signature block to the form, sign, date, and present the certificate to each selectee. The date on the form is the effective date upon which full and complete graduation occurs, the date of the statement from the head of the institution in the case of other than end-year students who fall within the intent of paragraph c(1)(c) above, or the date of Advanced camp completion if the Cadet has graduated.

“Graduated” in this context includes academic graduation or completion of requirements for graduation as evidenced by a statement from the appropriate school official and successful completion of Advanced camp.

(3) If the PMS determines a basis exists to withdraw the DMG designation from a Cadet, a request for withdrawal detailing the basis must be submitted through Brigade to USACC G1, Accessions and Security Division USACC HQS (ATCC-PAS-A).

2-6. Cadet Command Outcome Metrics List (OML) Model

a. The National OML is established each year for all Cadets and ECP lieutenants who have commissioning and/or graduation dates that fall within a specified accession zone established by the Department of the Army (DA). The OML serves as the primary input for the HQDA/ROTC Selection and Branching processes, which determine component (RA, USAR, ARNG, or DL), as well as basic and control branches.

b. Background: The requirement for a National OML was directed for development in 2003 by the Assistant Secretary of the Army for Manpower and Reserve Affairs. In Fiscal Year 2016 the Order of Merit Model was significantly changed and renamed the Outcome Metrics List (OML) Model. Key components of the OML model were adjusted to measure Academic and Leadership outcomes. The OML remains a tool used to measure the accomplishment of learning outcomes of each Cadet through the MS III year (MS IV for MJC Cadets). The model calculates an Outcome Metrics Score (OMS) for each Cadet. For each annual accessions cohort, the respective OMSs generate a merit-based ranking of the Cadets (highest to lowest) to be used in determining Component Selection and Branching. USACC Circular 601-XX-1 (pending) is published annually to announce changes to the OML Model, announce accessions and talent management timelines, and general administrative procedures pertinent for completing each Cadet’s CCIMM electronic accession file.

c. Talent Management: The USACC Talent Management Program is a tool to assist the Army through the component and branching process. It will play a significant factor in the HQDA/ROTC RA Branching process. The goal is to better assess, educate, inform, and mentor Cadets to identify their unique talents, develop those critical talents the Army desires, and assist Cadets in making informed component and branching decisions. This program will provide Cadets with a greater level of information about the three Components of the Army and the 17 basic branches. The Talent Management website is where the Cadet begins self-education, self-assessment, and contact mentors in specific branches. The website is accessed through the internet.

Chapter 3 – Commissioning

3-1. Definition

ROTC graduates who complete commissioning requirements are eligible for appointment as commissioned officers in the U.S. Army once the officer nomination/officer scroll is approved by the Secretary of Defense. The Professor of Military Science is authorized to commission/appoint ROTC graduates only after the appointment nomination is confirmed prior to commissioning. The nomination date can be confirmed in CCIMM 2.0 on the “Cadet Accessions” tab under “Officer Nomination (Scroll)”.

3-2. Commissioning Authority

- a. The PMS is responsible for verifying eligibility, preparing required appointment documents, and executing the appointment when all requirements are met. The Officer Appointment Checklist – USACC Form 145-5-1, 31 March 2015 is enclosed at Appendix C. Each ROTC Program should complete this form for each Cadet in the accession zone.
- b. Basic eligibility for appointment is contained in AR 145-1. Careful attention to each criterion must be exercised to preclude erroneous commissions.
- c. AR 145-1, Senior ROTC Program: Organization, Administration, and Training, provides revocation authority. Erroneous commissions must be reported to USACC G1, ASD immediately upon discovery of a potential issue.

3-3. Eligibility for Appointment

All Cadets must meet the requirements of AR 145-1 and the following:

- a. Citizenship. All applicants for appointment must be citizens of the United States. Immigrant aliens approved to participate in the Senior Reserve Officers’ Training Course (SROTC) program must be citizens by their graduation date in order to remain eligible for commissioning. Immigrant aliens who do not attain citizenship until after graduation may apply for direct appointment IAW AR 135-100, Appointment of Commissioned and Warrant Officers of the Army.
- b. Medical Qualification. Commissioning physicals must be completed on each Cadet prior to appointment. The commissioning physical, normally completed at CLC, must not be more than two years old (based on date of physical) at the time of appointment. All Cadets with expired physicals must take the Retention Physical referenced in AR 40-501, Chapter 3. There are no exceptions. Questions regarding medical status or physical examinations should be directed to USACC HQS, G1, Cadet Actions and Standards Division.

c. Physical Fitness.

(1) Each applicant for appointment must pass the Army Physical Fitness Test (APFT) before commissioning. The PMS must administer this test a minimum of 130 days prior to appointment and may conduct re-tests as needed to verify physical fitness. Cadets who fail to meet the APFT standards will not be appointed and are subject to disenrollment IAW AR 145-1.

(2) The Occupational Physical Assessment Test (OPAT). Army guidance on this topic is pending. Guidance will be provided once Army leadership approves requirements and application in the appointment and branching process.

d. Height and Weight Certification. The PMS must verify each applicant meets the height/weight standard set forth in AR 600-9, The Army Weight Control Program, at the time of appointment. The Height and Weight Certificate (figure 3-1) will be executed and attached to the appointment physical.

e. Cadets must complete a drug test in accordance with USACC Regulation 600-85 (Rapid Action Revision dated 20 Dec 13), Army Substance Abuse Program Drug Testing Program Prevention and Education, within 90 days of commissioning.

(ROTC PROGRAM LETTERHEAD)	
OFFICE SYMBOL (ARIMS #)	DATE
MEMORANDUM FOR RECORD	
SUBJECT: Height and Weight Certificate for Cadet (Name), (Last four of SSN)	
1. Height:	
2. Weight:	
3. Meets AR 600-9: YES NO*	
* If NO, annotate current body fat percentage/allowable body fat percentage. Taping must be accomplished in accordance with AR 600-9.	
Body Fat % _____/Allowable Body Fat % _____	
PMS SIGNATURE	

Figure 3-1. PMS Height and Weight Certificate

f. Branching. Normally, a Cadet must be considered by the HQDA/ROTC Selection and Branching Board prior to commissioning. Exceptions to this policy are:

(1) Cadets attending a Military Junior College (MJC) that meet the requirements of AR 145-1 will be commissioned upon graduation from the MJC. Chapter 5 outlines the procedures for commissioning, branching and accession of MJC Cadets.

(2) Cadets who have graduated from a four-year institution, completed all Military Science instruction and meet the requirements of AR 145-1 will be commissioned after successful completion of CLC (End of Camp Commissions). Their electronic files will appear before the next HQDA/ROTC Component and Branching processes.

(3) Cadets who have completed all Military Science instruction but have not been branched will be commissioned upon completion of their baccalaureate degree. Their Accession Management Sheet will appear before a standby component/branching board or the next regular HQDA/ROTC Branching Board, as appropriate for duty, branch designation and assignment.

3-4. Appointment in the Reserve of the Army

a. Individuals must be on a signed appointment scroll before commissioning in accordance with Title 10, United States Code, Chapter 1205, Section 12201; no individual can be appointed prior to approval of the nomination. Appointment authorities will not allow the appointment of officers, nor publishing or distribution of orders or request for orders, prior to Secretary of Defense or Senate approval/confirmation. The approval/confirmation of individuals nominated for appointment is contained in source documents commonly referred to as "appointment scrolls". The appointment scroll(s) of nominated Cadets are submitted to the Office of the Secretary of Defense by USACC G1, ASD. The approved/confirmed scroll(s) are subsequently managed by USACC G1, ASD, for reference.

b. All ROTC Cadets are appointed as a Reserve Commissioned Officer first and will be processed by the PMS and USACC G1, ASD in accordance with this regulation. The ONLY exception is Green to Gold Active Duty Option (ADO) Cadets; all other Green to Gold Cadets will have an USAR appointment at time of commissioning. Green to Gold ADO Cadets cannot have a break in active duty service and are appointed in the Regular Army (RA) at the time of commissioning. The PMS must confirm that Green to Gold ADO Cadets are on a signed Regular Army Scroll date reflected in CCIMM 2.0. The nomination date can be confirmed in CCIMM 2.0 on the "Cadet Accessions" tab under "Officer Nomination (Scroll)".

3-5. Regular Army Appointment guidelines

a. All Green to Gold ADO Lieutenants are authorized immediate active duty (AD) and must execute the Regular Army Oath, DA Form 71, and Memorandum of Appointment for Regular Army, on the first day of duty as a Second Lieutenant (2LT).

This date will also be updated on the Active Duty List (ADL). If this action is not accomplished, the 2LT's AD status will not be activated, nor will they be eligible for DEERS enrollment or issued a Common Access Card for active duty.

b. Gold Bar Recruiters (GBRs) must execute the Regular Army Oath, DA Form 71, on their report date for GBR duty. PMS will ensure the documents are complete and executed properly. Once the RA Oath is executed, the ROTC Program Human Resources Assistant (HRA) will scan and upload the documents into iPERMS and provide the 2LT with the original documents.

c. 2LTs who are selected to perform duty as Advanced camp (CLC) Cadre or Basic camp Cadre will continue to execute the Reserve commissioned officers Oath of Office at commissioning. PMSs will ensure that these 2LTs have an additional DA Form 71 and Memorandum of Appointment before departure from school which must be hand carried to the Advanced camp/Basic camp location. These documents will contain all information except the date and signature block of the officer executing the oath. These documents will be completed at the time of the execution of the Regular Army (RA) Oath by the Advanced camp/Basic camp Headquarters staff. Advanced camp/Basic camp Headquarters' staff will scan and upload the RA Oath/DA Form 71 and Memorandum of Regular Army Appointment into iPERMS and provide the original documents to the officer.

d. All other 2LTs will initially execute the Army Oath of Office/DA Form 71 and Memorandum of Reserve Army commissioned officer Appointment at time of commissioning as this is the first step taken prior to official placement on the ADL. On their report date to Basic Officer Leaders Course-Branch (BOLC-B), 2LTs will execute the RA Oath of Office. The BOLC-B Headquarters is responsible for execution of the RA Oath, completion of the DA Form 71, and Memorandum of Appointment for Regular Army, each respective BOLC-B headquarters will also scan and upload those documents into iPERMS and provide the officer originals of each document.

e. The RA Oath/DA Form 71 must be included as part of the officer's Official Military Personnel File (OMPF) and scanned and loaded into iPERMS. HRA must also maintain a hardcopy in the 2LT's ROTC Program file. The newly commissioned 2LT should maintain the original copy.

f. Attendance at BOLC-B takes precedence over Advanced camp/Basic camp and GBR duty by issuance of appropriate orders from USACC HQS G1, Accessions and Security Division (ASD).

g. Cadets selected for DL will be transferred to Human Resources Command (ATTN: AHRC-ORD-A) by USACC G1, ASD.

h. Cadets selected for RD will be transferred to Human Resources Command (ATTN: AHRC-ORD-A) for further assignment in the USAR or ARNG. See Figure 3-4 USAR Accession Packet Requirements.

3-6. PMS Responsibilities

a. The PMS is authorized to approve commissioning after verifying that all eligibility requirements for appointment outlined in AR 145-1 and this regulation are met. The PMS will complete Cadet Command Form 145-5-1, Officer Appointment Checklist, dated 31 March 2015, to ensure all appointment criteria are met. See Appendix C.

b. For 2LTs being appointed with a 4-year degree, the PMS must verify with proper school officials that the degree is being *conferred* prior to administering the Oath of Office, unless it has been waived in accordance with AR 145-1. Failure to complete academic requirements is one of the most frequent reasons for an erroneous appointment. Follow the procedures in specified in paragraph 3-8 below when a Cadet fails to complete degree requirements and does not graduate.

c. The PMS will notify USACC G1, Accessions and Security, in writing, when it is discovered after commissioning that appointment eligibility criteria were not met at the time of appointment. A memorandum must be prepared and submitted thru Brigade to USACC G1, ASD to explain circumstances involving the erroneous appointment. The PMS will initiate no other action until a decision is reached by USACC G1, ASD.

d. Ensure all 2LTs selected for AD are counseled on the following requirements (see AR 600-8-10, Leaves and Passes):

(1) USACC G1, ASD staff will use POV mode of travel to compute the authorized travel time from present accessioning location to the BOLC-B, Advanced camp, or Basic camp installation unless commercial air mode of travel is provided. (Cadet addresses change frequently and it is important to ensure CCIMM and CC Form 218 are correct. The address identified on Assignment Preference Sheet [CC Form 218-R] is the address of record used to compute travel.)

(2) The proceed date and reporting date are shown on the DD Form(s) 1610, Request and Authorization for Travel of DOD Personnel, if applicable, or on the basic Accessions order.

(3) Officers selected for AD are ordered to active duty based on a specific requirement (BOLC-B attendance, Advanced camp/Basic camp cadre duty, or GBR duty).

(4) Commencement of travel before the proceed date and/or reporting early to the BOLC-B installation is not authorized unless specified in the orders.

e. Notify USAR or Army National Guard (ARNG) branch points of contact (POCs) of any change in commissioning dates or disenrollment actions for accessed Cadets designated Reserve Forces Duty. (Reference the USACC G1, Accessions and Security Contact list for most recent POCs/names/telephone numbers/email addresses.)

f. Ensure RFD 2LTs have received a BOLC-B scheduling notice at least 90 days prior to graduation.

g. Assist RFD designated Cadets who have not obtained a By-Name Request/Vacancy Hold Report for USAR or Letter of Acceptance (LOA) for ARNG, complete a DA Form 4651, Request for Reserve Component Assignment or Attachment, at <http://my.usaac.army.mil/portal/dt>, and select links for further information for the US Army Reserve and Army National Guard.

h. Document the counseling of RFD Cadets on their military service obligation and the requirement to attend BOLC-B within 36 months of commissioning.

i. Carefully check RD applications and supporting documents to ensure all forms are properly completed and signed.

j. ROTC Programs will submit appropriate documents IAW Appendix B for Cadets selected for Military Intelligence (MI), Cyber Branch, and Ordnance (EOD only) upon receipt of branch results. A Single Scope Background Investigation (SSBI) must be submitted for all individuals whose AD **control branch** is MI, CY, and OD (EOD only) by the established suspense date. Cadets selected for MI in RD should submit their SSBI through their reserve unit. If an AD lieutenant's National Agency Check with Local Agency Checks and Credit Check (NACLC) is still open, contact the USACC HQS security specialist to get the investigation upgraded. If it has closed, the HRA will initiate the SSBI using Personnel Security Investigation Portal (PSIP). The Security Manager must enter the "SSBI submission date" on the CCIMM 2.0 security page. USACC G1, ASD, Accessions Branch, cannot process orders for AD 2LTs with a MI control branch unless a "SSBI submission date" is entered in CCIMM 2.0. MI 2LTs **must** hand-carry a hard-copy of their SF 86, Questionnaire for National Security Positions, including all signature pages, to BOLC-B. The security manager at the BOLC-B installation can check the Joint Personnel Adjudication System or, if necessary, contact the Office of Personnel Management (OPM) to verify the investigation has opened or been upgraded.

k. Once eligibility is verified and a commissioning date is established, prepare appointment documents (Memorandum of Appointment; DD Form 1A, Commission Certificate; and DA Form 71). Sign and date the DMG certificate provided by USACC G1, ASD USACC HQS for those individuals designated as a DMGs. Use the format at figure 3-2 to prepare the Memorandum of Appointment. The date of the memo and date of acceptance must match.

l. Educational Delay Selectees: For 2LTs selected for DL, the PMS will submit:

(1) A completed DA Form 591, Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement, IAW AR 601-25, Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty, chapter 2, paragraph 2-5, for Cadets selected for DL.

DA Form 591 must be completed through Part II - Enrollment Verification. A completed Supplemental agreement (DA Form 591e for Law; DA Form 591g for Medical fields; or DA Form 591h for Army Chaplaincy) must be submitted with the completed DA Form 591. Add these forms to the MPF/OMPF and mail to USACC HQS, DCS, G1 (ATCC-PAS-A).

(2) The PMS is responsible for maintaining contact with Cadets/officers selected for DL until they have been accepted into their Educational Delay (graduate program) and all documents are submitted to USACC HQS G1 POC. In addition, each officer will be counseled on the requirement to be accepted by the appropriate graduate/advanced school and enroll no later than the date published in USACC Circular 601-XX-1 (pending) for the applicable annual accessions timeline. If an officer fails to be accepted and enroll as required, a DA Form 4187, Personnel Action, must be submitted to USACC HQS, DCS G1 (ATCC-PAS-A), by the suspense date established in USACC Circular 601-XX-1 (pending) of that year requesting either an extension of time to be accepted in graduate school or a Termination of Education Delay and a change in duty status to AD or RD. Failure to enroll as required or submit a DA Form 4187 by the suspense date will result in the officer being referred to HRC for change of status to AD/RD based on the needs of the Army. (Reference each USACC Circular 601-XX-1 (pending) for each fiscal year's procedural guidance on accessions and Educational Delay procedures.)

m. Discharge Cadets in the US Army Control Group (ROTC) and USAR/SMP Cadets effective the day preceding their commissioning date. Contact the appropriate ARNG authorities to discharge ARNG/SMP Cadets one day prior to commissioning. (See AR 135-178, Enlisted Administration Separations, paragraph 3-4).

n. The format for discharging a Cadet to accept a commission is found in AR 600-8-105, Military Orders, figure 5-7. When completing the order, one of the following statements will be included in additional instructions.

(1) Selected for the ROTC Early Commissioning Program and for assignment to USAR Control Group (OADO). (NOTE: This statement is for MJC Cadets.)

(2) Selected for Reserve Forces Duty (RFD).

(3) Selected for Educational Delay (DL).

(4) Selected for Active Duty (AD).

o. For Cadets being commissioned at CLC, prepare appointment documents and send to Advanced camp IAW USACC Circular 145-5 (published annually). CLC will return completed forms to the schools concerned after commissioning.

p. Ensure all Extension of Benefits and Student Loan Recoupment Programs Active Duty Service Obligation (ADSO) requirements are reflected on the LT's assignment orders from USACC HQS.

3-7. Commissioning of ROTC Graduates

- a. Upon administration of the oath of office, the PMS will enter the date in the lower left corner of all copies of the Memorandum of Appointment. Below the body of the oath, enter the date the DD Form 1A was issued. The oath of office will be administered by a commissioned officer (includes retired officers) from any service.
- b. In conjunction with the commencement ceremony, the Memorandum of Appointment, Commission Certificate, and a copy of DA Form 71 should be presented formally to those graduating Cadets with such ceremony as deemed appropriate by the PMS and the head of the institution. The date of completion of the ROTC course should be early enough to enable the PMS to secure the oaths of office and present the above documents to the commissionees before they leave the institution.
- c. Ensure those Cadets not eligible for appointment do not participate in a formal or “mock” swearing-in ceremony. This act constitutes acceptance of an appointment and could result in legal actions.

3-8. Erroneous Appointment Procedures

The PMS must complete the following:

- a. Immediately notify Cadet Command, Accessions Branch by telephone or e-mail when an erroneous appointment is discovered.
- b. Contact appointees immediately after an erroneous appointment is discovered and inform them of the impending actions.
- c. Conduct an investigation.
- d. Complete written results, including a recommendation for or against withdrawal of appointment.
- e. Furnish this information not later than 15 workdays after telephonic notification.
- f. Prepare a Memorandum THRU Brigade Commander FOR USACC G1, (ATTN: ASD) to explain circumstances involving the erroneous appointment and request a revocation of commission. The PMS will initiate no other action until a decision is made and contacted by USACC G1, ASD.

3-9. Changes in Commissioning Date or Duty Status

- a. ROTC Program PMS/HRA must immediately notify USACC G1, ASD, Accessions Branch, and fax/e-mail a Change/Deletion Report when a commissioning date (initially established during the component/branching process) changes or a Cadet is not

otherwise eligible for commissioning due to initiation of disenrollment action, delay in granting of security clearance, or other disqualifying factors. Notification must include the reason for change and a new projected commissioning date (when applicable).

b. The PMS must notify the Cadet concerned of the reason he/she is not being commissioned as originally scheduled.

c. The PMS must also notify USACC G1, ASD and Human Resources Command Officer Accessions Branch, (AHRC-ORD-A) George.m.bryson.civ@mail.mil when an appointment for an USAR component Cadet is being withheld because of a disqualifying condition.

d. Duty Status/Component Change: The PMS must ensure that Human Resources Command Officer Accessions Branch, (AHRC-ORD-A) George.m.bryson.civ@mail.mil is notified if the Cadet has received approval for a duty status/component change to the USAR (AD to USAR or ARNG to USAR). Accession orders cannot be published for this officer and a BOLC-B seat cannot be reserved until all commissioning documents have been scanned to iPERMS and emailed to the above specified action office within five days of commissioning. HRC no longer maintains the individual Military Personnel Records Jacket (MPRJ). Reference AR 600-8-104 and USACC Circular 601-XX-1 (pending) regarding pre-commission and post-commission documents. The USAR accession packet consists of the following list of documents and must be emailed to the above specified HRC Accessions Branch action officer at USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL.MIL, the email Subject line should read: "USAR Accessions 2LT Last Name of Officer". Use a separate email for each officer packet.

(1) DA Form 71, Oath of Office.

(2) Memorandum for Appointment as a Reserve Commissioned Officer.

(3) Discharge order to accept a Commission. (See AR 135-178 para 5-5 and Figure 3-4, USACC Regulation 145-9).

(4) DA 597 (Cadet Contract), 597-1, or 597-3 (if applicable).

(5) DD 4, DD4/1, and 4/2 (Enlistment Contract).

(6) DD 2807 and 2808, all three pages of both forms. If physical does not have height/weight completed, then supporting documents stating height/weight must be provided.

(7) Copy of USAR UIC, paragraph and line number unit configuration generated for the Unit Vacancy Reporting System.



RESERVE OFFICERS' TRAINING CORPS (ROTC)
INDEPENDENCE INSTITUTE OF PATRIOTS
0000 AMERICA DIVISION AVENUE, DEPARTMENT 000
EVERYWHERE, KY 00000-0000

ATTC <School Identifier>

<Date>

MEMORANDUM FOR Second Lieutenant (2LT) <FirstName> >MI.> >LastName,> < SSN-00-0000 >, <Address and zipcode+last 4>

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army Under Title 10, USC 12203.

1. The Secretary of the Army has directed that you be informed that by direction of the President of the United States, you are appointed a Reserve of the Army Officer, provided you met all Reserve of the Army appointment eligibility requirements. Your appointment is effective on your acceptance, in the grade and with the name and social security number shown above. This Reserve of the Army appointment is for an indefinite term and without an assigned branch.

2. Execution of the enclosed Oath of Office - Military Personnel (DA-71) whereby the box is marked Reserve Commissioned Officer, constitutes your acceptance of appointment as an officer in the Army of the United States and that you took the oath prescribed by 5 USC 3331 attested by authorized official. On this office's receipt of the affidavit (DA-71) indicating a properly executed Oath of Office, a DD Form 1A recognizing your Commission will be presented to you and the DA-71 will be submitted to your Army Military Human Resource Record (AMHRR) immediately after execution, by this unit.

3. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

4. Newly appointed officers with an Active Duty Service Obligation (ADSO) will report to their first duty assignment identified on their AD assignment orders. Upon reporting to the AD unit, on a date not to precede the date of the Regular Army (RA) Scroll Date, officers will execute a Oath of Office-Military Personnel (DA-71) whereby the box is marked Regular Army. It is intended that you report on a duty day during normal duty hours IAW the date specified on your orders. The original Reserve of the Army appointment is vacated upon acceptance of the RA appointment and execution of a RA Oath of Office. You will keep a copy of the newly executed affidavit (RA DA-71) indicating a properly executed Oath of Office and ensure a copy is provided immediately to this headquarters to ensure the document is provided to your AMHRR as soon as possible, but not more than 20 days after execution IAW AR 600-8-104.

5. References: AR 135-100, AR 601-100 and AR 600-8-104.

FOR THE COMMANDER:

Encl – (DA Form 71 Oath of Office)

Henry Hancock
LTC, xx
Professor of Military Science

RC Scroll Date: _____
Date of Acceptance: _____
RC Appointment Effective Date: _____

Figure 3-2. Memorandum of Appointment (USAR)

RESERVE OFFICERS' TRAINING CORPS (ROTC)
INDEPENDENCE INSTITUTE OF PATRIOTS
0000 AMERICA DIVISION AVENUE, DEPARTMENT 000
EVERYWHERE, KY 00000-0000

ATTC <School Identifier>

<Date>

MEMORANDUM FOR Second Lieutenant (2LT) <FirstName> >MI.> >LastName,> < SSN-00-0000 >, <Address and zipcode+last 4>

SUBJECT: Appointment as a Regular Army Commissioned Officer of the Army Under Title 10, USC 531, 532, and 4353.

1. The Secretary of the Army has directed that you be informed that by direction of the President of the United States, you are appointed a Regular Army (RA) Commissioned Officer, provided you met all Army appointment eligibility requirements. Your appointment is effective on your acceptance, in the grade and with the name and social security number shown above. This Regular Army appointment is for an indefinite term. You are assigned in the following Army branch of service: (spell out; e.g. Army Nurse Corps must read "branch unassigned" until pass NCLEX, Infantry, Chemical Corps or Transportation Corps).
2. Execution of the enclosed Oath of Office - Military Personnel (DA-71) whereby the box is marked Regular Army Commissioned Officer, constitutes your acceptance of appointment as an officer in the Army of the United States and that you took the oath prescribed by 5 USC 3331 attested by authorized official. On this office's receipt of the affidavit (DA-71) indicating a properly executed RA Oath of Office, a DD Form 1A recognizing your Commission will be presented to you and the DA-71 will be submitted to your Army Military Human Resource Record (AMHRR) immediately after execution, by this unit.
3. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.
4. Newly appointed officers with an Active Duty Service Obligation (ADSO) will report to their first duty assignment identified on their AD assignment orders. It is intended that you report on a duty day during normal duty hours IAW the date specified on your orders. You will keep a copy of the newly executed affidavit (RA DA-71) indicating a properly executed Oath of Office and ensure a copy is provided immediately to this headquarters to ensure the document is provided to your AMHRR as soon as possible, but not more than 20 days after execution IAW AR 600-8-104.
5. References: AR 135-100, AR 601-100 and AR 600-8-104.

FOR THE COMMANDER:

Encl (DA Form 71- Oath of Office)

Signature Block
Appropriate Authority

RC Scroll Date:

RA Scroll Date:

Date of Acceptance:

RA Appointment Effective Date:

Figure 3-3. Memorandum of Appointment (Regular Army)

ROTC Program (Letterhead.)¹

(Enter order number.)²

(Enter date.)³

The Reserve Officers' Training Corps Cadet is discharged from the U.S. Army Reserve to accept a commission in the U.S. Armed Forces.^{4, 5, 6}

Effective date: (Enter the effective date.)

Released from: (Enter the released from unit or organization.)

Additional instructions: 7 (Enter any authorized additional instructions.)

Name and home address: 8 (Enter the name and home address.)

SSN: 8 (Enter the SSN.)

Grade of rank: 8 (Enter the grade of rank.)

Selective Service Number: 8 (Enter the Selective Service Number.)

Format: (Enter 502.)

(Enter authentication.)⁹ **(Enter signature block.)**¹⁰

(Enter distribution.)¹¹

Notes: Discharge Order format IAW - AR 600–8–105 • 28 October 1994

1 - Letterhead. See paragraph 2–3 and figure 2–1, note 1.

2 - Order number. See paragraph 2–3 and figure 2–1, note 2.

3 - Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

4 - See AR 135–178, chapter 4, for discharge of USAR enlisted personnel for convenience of the Government.

5 - See AR 145–1, chapter 6 and paragraph 3–27, for discharge of ROTC cadets from the USAR to accept a commission.

6 - Use Format 502 to discharge an ROTC cadet who is accepting a commission. Use Format 500 to discharge all other ROTC cadets from the USAR.

7 - Additional instructions. See paragraph 2–9 and table 2–2.

8 - In a table, insert the name and home address, SSN, grade of rank, and Selective Service Number for each cadet discharged.

9 - Authentication. See paragraph 2–18 and figure 2–1, note 26.

10 - Signature block. See paragraph 2–18 and figure 2–1, note 27.

11 - Distribution. See paragraph 2–19 and figure 2–1, note 28.

Figure 3-4. Discharge ROTC Cadet from USAR (Format 502), to accept commission

Chapter 4 - Accessioning

4-1. Definition

Accession is the process by which a newly commissioned 2LT enters into the Army.

a. Active Component. An active component LT is accessed into the Army on the date he/she enters active duty, which usually is different (later) than the date of commission. Most ROTC Commissioned officers selected for active duty will “access onto active duty” the date travel begins to their assigned BOLC-B course, except for Green to Gold ADO’s or Gold Bar Recruiters.

b. Reserve Forces Duty. A reserve component officer is accessed into the United States Army Reserve (USAR)/Army National Guard (ARNG) when Human Resources Command (AHRC-ORD-A) is in receipt of the commissioning documents.

c. The results of the current Fiscal Year (FY) Department of the Army Component Selection Board is a by-name selection identifying the RD component each Cadet received and are final binding upon approval by the DA G-1 DMPM (DAPE-MPO-AP). The HQDA G-1 records the distribution of RD Cadets based initially on the Army Reserve G-1 Unit Vacancy Hold Reports and the ARNG Letters of Acceptance (LOA) reported by the National Guard Bureau on behalf of the States’ G-1 Officer Strength Managers.

d. All requests for a RFD component change must be requested by the date reflected in USACC Circular 601-XX-1 (pending) based upon each Fiscal Year’s established Command Accessions timeline. Requests for RFD component changes will only be considered for an exceptional circumstance such as a family hardship. Approval authority rests with HQDA G-1 Director or Military Personnel or CG, Human Resources Command depending upon if the Cadet has commissioned prior to or during the staffing of the component change. The CG, USACC may disapprove component change requests between ARNG and USAR. The procedures for staffing these actions are outlined in USACC Circular 601-XX-1 (pending) revised annually.

4-2. Commission/Accession Documents

a. All newly commissioned officers’ documents have the same standard regardless of assigned component (Regular Army, USAR, or ARNG).

b. The PMS is responsible to ensure all pre-commission and post-commission documents to include applicable educational delay documents are filed in the iPERMS in a timely manner. Reference AR 600-8-104, Army Military Human Records Management, dated 7 April 2014 http://www.apd.army.mil/jw2/xmldemo/r600_8_104/head.asp.

c. iPERMS access may be obtained at:

(1) <https://www.hrc.army.mil/TAGD/iPERMS%20Access> (see “How do I get iPERMS access?”).

(2) For iPERMS technical assistance please call 502-608-0217, email usarmy.knox.hrc.mbx.perms-records@mail.mil or visit <https://iperms.hrc.army.mil/rms/>

(3) In order to obtain iPERMS access, you must submit a completed DD Form 2875 (System Authorization Access) request to your Brigade S1 Master Point of Contact (MPOC) for access to iPERMS. All applicable one time training requirements for Authorized User and Scan Operator must be completed and annotated on the DD Form 2875. The MPOC will then forward request for access to usarmy.knox.hrc.mbx.perms-records@mail.mil.

d. Each USACC Brigade S1 will appoint a primary MPOC (Deputy S1) and alternate MPOC (civilian as opposed to military to ensure continuity). This point of contact information will be provided to usarmy.knox.hrc.mbx.iperms-accounts@mail.mil. HRC Army Soldier Records Branch will provide the MPOC a list of Authorized Users and Scan Operators from ROTC Detachments within their respective brigade.

e. The lists of pre-commission and post-commission documents are specified in USAUSAUSACC Circular 601-XX-1 (pending and published annually).

(1) Pre-commissioning documents must be uploaded within 10 working days of contracting.

(2) Post-commissioning documents must be uploaded within 5 working days from appointment. All applicable DA Form 591 [Educational Delay (DL)] documents will be uploaded into iPERMS upon approval of DL Board and graduate school NLT 1 July of the COHORT Year Group unless a 6 month extension has been approved by USACC.

(3) These DL forms must be mailed to USACC G1, ASD (ATCC-PAS-A, Attention: Educational Delay manager). After receipt and verification that the officer's file is complete, USACC G1 ASD Education Delay manager will issue orders assigning the officer to HRC (AHRC-ORD-A) and ensure transfer to the appropriate representative at Human Resources Command.

(4) If the Human Resources Command iPERMS team does not confirm receipt; PMS/HRA must contact the iPERMS technical support team at: <https://iperms.hrc.army.mil/rms/> or call 502-608-0217 for further assistance.

f. Use the procedures in DA Pam 600-8-104, Army Military Human Records Management, dated 12 February 2015 http://www.apd.army.mil/jw2/xmldemo/p600_8_104/head.asp to process commissioning OMPF documents in iPERMS. Refer to Paragraphs 4-1 Methods of Submitting Documents in iPERMS and 4-2 Managing Batches in the iPERMS.

g. Disposition of the AMHRR is NOT made until the officer either enters AD or is assigned to a reserve component unit (ARNG or USAR) and the appropriate order (AD or RFD) has been uploaded.

h. PMS will ensure commissioning data is entered into CCIMM 2.0 and Change Deletion Reports are processed in an expeditious manner as outlined in USACC Circular 601-XX-1 (pending) revised annually.

i. All ROTC Nurse students must pass the NCLEX prior to accepting appointment into the Army Nurse Corps branch. The initial Reserve of the Army Oath/DA Form 71 must read: *"This Reserve of the Army appointment is for an indefinite term and without an assigned branch."*

Chapter 5 - Early Commissioning Program (ECP)

5-1. Definition

The ECP allows ROTC Cadets who have completed all ROTC requirements, except that of obtaining a baccalaureate degree, to be commissioned. Only Cadets who attend MJC's may be commissioned under the provisions of this program.

5-2. General.

a. Army ROTC Cadets graduating from a MJC are authorized to receive a commission under the ECP when otherwise eligible.

b. MJC Commissioning. Prior to commissioning as a MJC graduate, the Cadet must receive an associate's degree from an MJC. Additionally, the MJC PMS must verify that the Cadet has received a letter of acceptance (LOA) to a Senior ROTC four-year degree granting institution. MJC graduates will be directed to contact the ROTC Program at the four-year degree granting institution. In addition, the MJC PMS must ensure the 2LT's CCIMM cadet record upon commissioning is transferred out to the follow on 4 year institution in the CCIMM 2.0 Student/Cadet Information Folder using the BN to BN subfolder and performing the 'transfer out' actions. The gaining PMS is responsible for correctly pulling the student in the Q-ECP Tracking status by performing the 'transfer in' actions upon entrance to the four-year institution. In addition, the MJC PMS ensures all paper records are transferred by transmittal letter (see appendix F) to the gaining ROTC Program. The transferred records must include the minimum documentation for completion of an accession packet.

c. Upon commissioning, these officers should be immediately assigned to a RC unit and enrolled into a four-year college or university that has or is affiliated with a Senior ROTC Program.

d. MJC 2LTs assigned to a RC unit will be under the control of the RC unit commander and supervised by the PMS of the attending four-year institution until graduation. The RC unit commander and PMS must keep HRC (AHRC-DDA-M) and

USACC HQS, Recruiting, Marketing, and Incentives Directorate (RMID), informed on the Soldier's performance status. ECP 2LTs are not deployable under any circumstances.

e. Recoupment and discharge actions will be taken against those 2LTs who do not complete their baccalaureate degree requirements within 36 months. The initiation of disenrollment from the ROTC program, requests for discharge, and recoupment actions will be in accordance with AR 135-175, Separation of Officers, AR 145-1, CCR 145-9, and USACC Pam 145-4, Contracting Standards.

f. MJC 2LTs with an approved GRFD revocation may request to active duty component during their accessions window. The revocation request must be submitted NLT 120 days prior to commissioning at the MJC.

g. Cadets at four-year ROTC colleges and universities are not eligible for commissioning under the provisions of the ECP.

5-3. Responsibilities

a. USACC HQS will:

(1) RMID provide an annual list to PMSs of all MJC ECP 2LTs attending four-year colleges and universities for enrollment verification no later than 1 Sep of the school year following that in which the 2LTs were commissioned.

(2) Monitor the transfer of those 2LTs in CCIMM 2.0 to four-year degree producing institutions and unit assignment processes.

(3) Assist gaining PMSs in identifying RC unit vacancies for those 2LTs.

(4) Assist with locating MJC ECP LT when they do not report to the gaining PMS by coordinating with HRC (AHRC-DDA-M) and the commissioning MJC.

(5) Track all MJC ECP 2LTs up to graduation from the four-year college or university that the 2LT attended.

(6) Initiate inquiries or corrective action when unusual circumstances exist, including but not limited to, excessive time in ECP status, incorrect information, or changes in status.

(7) Coordinate with HRC (AHRC-DDA-M) on administrative actions required for ECP 2LTs not assigned to an RC unit.

(8) Issue orders assigning the ECP LT to HRC (AHRC-DDA-M) upon commissioning.

(9) Assist the gaining PMS in electronic accession file preparation.

(a) USACC HQS will not receive paper accessions packets from MJC's. All accessions packet information is located in CCIMM 2.0.

(b) MJC's will send the OPMF/MPRJ and accessions packets directly to HRC.

b. HRC (AHRC-DDA-M) will:

(1) Process all administrative actions required for ECP 2LTs.

(2) Inform CC of all transfers from the ECP to an Army Reserve or National Guard unit.

c. RC Unit Commander will follow guidance as stated in AR 145-1:

(1) Provide accepted ECP candidates with a Letter of Acceptance or Vacancy Hold Request (see Appendix F) and a completed DA Form 4651.

(2) Formally counsel ECP lieutenants on degree progress on a quarterly basis; inform the PMS if an officer is not making satisfactory progress. Initiate separation action and recoupment (former SROTC scholarship and/or EAP officers [para 5-3e(12), below]) if an officer fails to complete degree requirements within 36 months.

(3) Maintain coordination with PMS until ECP lieutenant has completed all baccalaureate degree requirements.

(4) Agree to meet with the PMS not less than quarterly to provide an update on the officer's academic progress and to provide such other administrative information as may be required by USACC.

(5) Agree to contact HRC, Lieutenant Management (ARNG officers: 1-800-325-4389; USAR officers: 502-613-6356 or 6367) on a semi-annual basis to provide a status report on academic progress, update address and telephone numbers, and complete administrative actions as required.

d. The MJC PMS will:

(1) Approve commissioning after verifying eligibility.

(2) Submit a request for assignment orders (see Appendix F) to USACC HQS, Director, RMID (ATCC-OIM), at least 30 days prior to projected commissioning date via an attached memorandum in an e-mail to either the ARNG or USAR Program Manager.

(3) When an ECP 2LT does not enroll or report to the identified gaining PMS, the MJC PMS will locate them and will notify USACC HQS, RMID, Incentives Division GRFD Program Managers.

(4) Identify ARNG or USAR unit vacancies using the Management Environment Report System for ECP 2LTs within commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers) of the institution in which the LT will enroll to receive their baccalaureate degree.

(5) Facilitate the transfer and reassignment of the ECP 2LT to an ARNG or USAR unit by establishing communications with the gaining PMS and the ARNG/USAR unit commander.

(6) Distribute orders to newly commissioned ECP 2LTs.

(7) Prepare and execute the following commissioning documents when eligibility is verified:

(a) Memorandum of Appointment (figure 3-2).

(b) DA Form 71.

(c) DD Form 1A, Certificate of Appointment (Appendix D).

(8) Within five days following commissioning, submit an ECP packet (see Appendix K) to USACC HQS ATCC-OIM; Commander, HRC, Early Commissioning Program Manager; and PMS 4-year gaining institution, consisting of the following:

(a) OMPF

(b) Medical Treatment Record

(c) Accession File (see Appendix E for each ECP commissionee). A sample Transmittal Memorandum is at Appendix F-5.

(9) Ensure commissionee applies for and enrolls in the four-year school identified on the Request for Orders (RFO) (Appendix F-1).

(10) Inform commissionee of their responsibilities after commissioning, and ensure they sign a Memorandum of Understanding (MOU) (Appendix F-2). Provide a copy of the MOU to the gaining PMS and RC unit of assignment.

(11) Assist the MJC ECP LT with membership in a RC unit.

(12) Have Cadets who desire to revoke a GRFD scholarship submit a revocation request no later than 120 days prior to commission date.

e. Gaining PMS (PMS of the four-year school where MJC ECP LT will attend) will:

(1) Assist the MJC PMS in finding a RC unit by providing lieutenant vacancies using the REQUEST system and unit telephone numbers and points of contact.

(2) Manage entries made into CCIMM 2.0 and the paper files of all ECP personnel until graduation.

(3) Verify ECP LTs enrollment within 5 days from start of the semester.

(a) Update the LT's cadet data record in CCIMM 2.0 Student/Cadet Information Folder and ensure they are in correct status; ECP tracking - Q.

(b) If the LT becomes disqualified for drug testing, failure to achieve minimum GPA, etc.; coordinate with unit and HRC for separation, and update cadet record in CCIMM 2.0 to ECP Non-Graduate -K with reason. Additionally, notify RMID Incentives Division GRFD Program Managers.

(4) Ensure all transfer actions are completed with the MJC PMS.

(5) When an ECP LT does not enroll or report, notify the MJC PMS to locate the ECP LT and report this to RMID, Incentives Division GRFD Program Managers.

(6) Ensure the ECP LT understands their responsibilities while enrolled in the four-year school, and execute a MOU (Appendix F) outlining those responsibilities. Provide a signed copy of the MOU to the RC Commander.

(7) Establish and maintain communication with the ECP LT's RC unit commander. Ensure the ECP LT has joined and is actively participating in an ARNG or USAR unit. If an ARNG or USAR unit is not available within commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers), attach the LT to the nearest ROTC Program and require participation as stipulated in the MOU. It is important to note that similar to completion Cadets, the emphasis must remain with academics and not on over using the ECP LT as adjunct cadre.

(8) Request the ECP LT's personnel and accession files from the commissioning MJC if it is not received by the time the ECP LTs reports.

(9) If not in a RC unit, provide the ECP LT with the opportunity to participate in regularly scheduled ROTC Program training in order to prepare for attendance at BOLC-B if they are not in a RC unit. Training opportunities may include the APFT, professional development, and technical proficiency maintenance courses completed in a non-field environment (i.e., non-hazardous on-campus training).

(10) Counsel ECP LTs not less than quarterly to discuss academic progress, student status, graduation date, accession packet preparation and RC unit status. Maintain a DA Form 4856-R, General Counseling, for each session.

(11) Review APFT results provided by RC unit prior to completing the accession packet.

(12) Use a formal memorandum to inform the RC unit commander and HRC (AHRC-DDA-M) when an ECP 2LT fails to graduate within 36 months or fails to meet any of the requirements outlined in the ECP MOU or their original ROTC contract.

(13) Update/prepare component/branching electronic files to include an evaluation of the ECP LT's performance while participating in ROTC Program activities when the ECP LT enters the component/branch accession window. PMS should solicit from the ARNG or USAR unit commander to assist in completing the PMS comments portion of the accession file.

(14) Verify the ECP LT's completion of a baccalaureate degree and update enrollment status in CCIMM 2.0 as an ECP Graduate- J.

(15) Notify RMID, Incentives Division GRFD Program Managers if an ECP LT does not meet academic or Army retention qualifications, disenrolls from school, is missing, or is in any situation other than graduation from the baccalaureate producing school.

(16) Ensure the HRA works with the MJC 2LT in sending the LT's USACC Form 218-R to HRC (AHRC-DDA-M) (ATTN: Field Support Division Military Schools) by mail or fax (commercial: 502-613-6356). The HRA will obtain the form for the ECP LT from the USACC portal by clicking on circulars, choosing USACC Circular 601-XX-1 (pending) for that fiscal year, Assignment Preference Sheet Appendix R, printing and completing in hard copy. Departure addresses reflected on the CC Form 218-R cannot be Post Office Boxes. Address and date of latest physical will be updated on the CC Form 218-R. The same is required of December graduates. The PMS at the four year school is not required to send anything further to HRC (AHRC-DDA-M) other than the CC Form 218-R.

f. ECP Lieutenants will:

(1) Notify the gaining PMS immediately after their acceptance and enrollment into a four-year university with a SROTC Program.

(2) Report to the gaining PMS within five business days of the beginning of the semester.

(3) Sign a MOU with the MJC PMS, gaining PMS and RC Unit Commander after ensuring full understanding of all provisions.

(4) Coordinate with the MJC PMS and gaining PMS to identify a RC unit for membership and assignment.

(5) Join an ARNG or USAR unit and actively participate in all unit training assemblies while completing a four-year baccalaureate degree. If a unit is not available within commuting distance (per AR 140-10, Assignments, Attachments, Details, and

Transfers), the officer will be attached to the ROTC Program at the four-year school in which he/she is enrolled.

(6) Meet with the PMS not less than quarterly to discuss progress toward degree completion.

(7) Meet academic requirements for graduation within 36 months of commissioning and remain a “full-time student” until the completion of a baccalaureate degree.

(8) Maintain Army physical fitness and weight standards. Pass the semiannual APFT and weigh-in administered by the RC unit commander and provide a copy to the gaining PMS. Pass the APFT prior to completing the accessions process.

(9) Individually maintain technical proficiency in preparation for BOLC-B by participating in regularly scheduled ROTC Program training, if not assigned to an RC unit.

(10) Keep the gaining PMS and HRC (AHRC-DDA-M) POCs informed of academic progress and personal information changes such as current address, local telephone number, and permanent mailing address.

(11) Assist the HRA at the four year school in sending the LT’s 218-R to HRC (Attention: Field Support Division Military Schools) by mail or (commercial: 502-613-6356). The HRA will obtain the form for the ECP 2LT from the USACC Portal by clicking on circulars, choosing the USACC Circular 601-XX-1 (pending) for that fiscal year, Appendix R, print and complete in hard copy. Departure addresses reflected on the 218-R cannot be a P.O. Box address and the latest physical date will be updated on the 218-R. The same is required of December graduates. The PMS at the four year school is not required to send anything further to HRC (AHRC-DDA-M) other than the 218-R.

(12) Execute a revocation of GRFD contract request, if desire to compete for active duty, no later than 120 days prior to commission date.

5-4. Administration of ECP LTs

a. The losing and gaining PMS will report any changes to an ECP LT’s status to USACC HQS and HRC (AHRC-DDA-M) within five working days of the status change. This includes, but is not limited to, changes in graduation date and accessions information. Again, ECP LTs are non-deployable.

b. The ECP LT must ensure that the gaining PMS has entered all information into CCIMM 2.0 for the review and adjudication of the ECP LTs accession packet.

c. Any ECP LT who wishes to transfer to another four-year institution must obtain an endorsement from the PMS at the current four-year institution and notify RMID, Incentives Division, GRFD Program Manager of transfer to amend orders.

(1) An ECP LT must transfer to another four-year institution that has or is affiliated with a SROTC program.

(2) In the event of a transfer request, an ECP LT must provide a letter of acceptance from the baccalaureate degree granting four-year SROTC institution that he/she wishes to attend. Failure to provide an official letter of acceptance from this institution will result in the lieutenant being denied the opportunity to transfer.

(3) The previously identified four-year school PMS will contact the newly identified/gaining PMS and inform him/her of the ECP LT's intention to transfer to the local area. The losing PMS will also forward the ECP LT's file, by transmittal letter, to the PMS at the gaining institution.

(4) The ECP LT, losing PMS, gaining PMS and Unit Commander will initiate a new MOU as outlined in this regulation for the new school/location.

(5) Both PMSs will inform Cadet Command, HRC (AHRC-DDA-M), and the ECP LT of the transfer of files.

(6) Any questions concerning the ECP program will be submitted to the RMID, GRFD Program Managers or the HRC (AHRC-DDA-M) POC Mr Bradley Smith at (502) 613-6356 or email bradley.t.smith6.civ@mail.mil .

Appendix A – References

Section I - Regulatory Publications

AR 25-50

Preparing and Managing Correspondence

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-175

Separation of Officers

AR 135-210

Order to Active Duty as Individuals for Other Than a Presidential Selected

AR 140-10

Army Reserve: Assignments, Attachments, Details and Transfers

AR 145-1

Senior Reserve Officers' Program: Organization, Administrative, and Training

AR 350-100

Officer Active Duty Service Obligations

AR 380-67

Department of the Army Personnel Security Program, Rapid Action Revision

AR 600-8-10

Leaves and Passes

AR 600-8-104

Army Military Human Resource Records Management

AR 600-8-105

Military Orders

AR 601-2

Army Promotional Recruiting Support Programs

AR 601-25

Delay in Reporting for and Exemption from Active Duty for Training, and Reserve Forces Duty

AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army

AR 614-100

Officer Assignment Policies, Details, and Transfers

AR 623-3

Evaluation Reporting System

AR 627-1

Army Fellowships and Scholarships

Army Pamphlet 600-8-104

Army Military Human Resource Record Management

DA Memo 600-8-104

Military Personnel Information Management Records:

Cadet Command Regulation 145-4

Marketing, Advertising, and Publicity to Support Enrollment

Cadet Command Regulation 145-10

Reserve Officers' Training Corps Guaranteed Reserve Forces Duty (GRFD)

Cadet Command Regulation 145-11

Reserve Officers' Training Corps Simultaneous Membership Program (SMP)

Cadet Command Regulation 145-12

Reserve Officers Training Corps Student Management Database

Cadet Command Regulation 600-85 (Rapid Action Revision dated 20 Dec 13)

Army Substance Abuse Program Drug Testing Program Prevention and Education

Cadet Command Pamphlet 145-4

Enrollment, Retention and Disenrollment Criteria, Policy and Procedures

Appendix B - Initiation of Single Scope Background Investigation (SSBI)

1. Security Managers at the ROTC School Programs must Initiate SSBI requests via PSIP for Cadets selected active duty with MI control branch, CY and OD (EOD). If the NCLC is still open, contact your Brigade's assigned USACC G1 Security Branch point of contact to assist with changing status to SSBI. RC Cadet SSBI's are initiated at the unit.
2. The SSBI (for MI-branched Cadets) packet consist of the following:
 - a. Completed SF 86 with signature pages.
 - b. Ensure the Cadet keeps a hard-copy of the completed SF 86 and signature pages.

Appendix C Officer Appointment Checklist – USACC Form 145-5-1, 31 March 15

OFFICER APPOINTMENT CHECKLIST

For use of this form, see USACC Regulation 145-5 and 145-9. The proponent agency is ATCC-PAS.

The following must be completed prior to executing the DA Form 71, OATH OF OFFICE:

Cadet seeking Appointment: (Last, First, MI) _____

SSN: _____ Proposed Date of Appointment: _____

Host Program: _____

Academic Program: _____

☐ Cadet is on a SECDEF signed officer nomination scroll authorizing appointment into:

1. Reserve of the Army for most Cadets Signed Date: _____
2. RA for Green to Gold ADO/CST Cadre/GBRs Signed Date: _____
3. AMEDD for 2LTs selected as Army Nurses or for the Medical Service Corps:
Signed Date: _____

☐ Cadet is a United States Citizen.

☐ Cadet requires no waivers. If a waiver(s) was required, it has been approved.
(Age, civil conviction, RE Code, dependency, etc.)

1. Type of waiver: _____ Approval Date: _____
2. Type of waiver: _____ Approval Date: _____
3. Type of waiver: _____ Approval Date: _____

☐ Cadet has a qualified physical. Date: _____ (less than 2 years old)
Medical Exam (SF Fm 88 & 93) or DODMERB Fm 2351 and 2492, 2808 and 2807-1,
and medical waiver (if applicable) on hand and ready for iPERMS. (Cadet verifies
medical condition has not changed since physical and is not currently on medical profile)

☐ Cadet has completed all Military Science requirements. (CLC, Military History, etc.)

☐ Cadet has a "SECRET" security clearance. Date Granted: _____

- MI/CY branched Cadets – Top Secret initiated (Active Duty only)
- OD (EOD) Cadets – Top Secret initiated (Active Duty only)
- Cadet verifies he/she is not currently pending legal action or have a date to appear in court.

Appendix D – Completion of DD Form 1A (Commissioning Certificate)

THE
PRESIDENT
OF
THE UNITED STATES OF AMERICA



To all who shall see these presents, greetings:

Know ye that reposing special trust and confidence in the patriotism, valor, fidelity and abilities of (1), I do appoint (2) in the United States Army

To (3)rank as such from the (4) day of (5), two thousand and (6). This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging

And I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And, this officer is to observe and follow such orders and directions from time to time; as may be given by the President of the United States of America or other superior officers, acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America, under the provisions of those public laws relating to officers of the Armed Forces of the United States of America

and the component thereof in which this appointment is made.

Done at the City of Washington this (7) day of (8) in the year of our Lord, two thousand and (9) and of the Independence of the United States of America the (10)

By the President:



ITEM # 1

Center COMPLETE name in upper and lower case. "Junior", when used, will be spelled out, never abbreviated. Utilize "II", "III" etc., when applicable.

EXAMPLES

Mary Tanya Smith
John Robert Doe, Junior
Victor Mark Jones III

ITEM # 2

Center in upper and lower case. The pronoun "him" or "her" in lower case. Then grade, branch and component - the first letter of each word capitalized.

him, Second Lieutenant, Chemical Corps, United States Army Reserve

ITEM # 3

Center the word "rank"

Items # 4, 5, and 6. Date of rank – day, month and year. Center each entry

For Cadets commissioned in May and June this date will be the same as the graduation date of the United States Military Academy (USMA) in the same year (PMS/HRAs are directed to utilize the dates published on the USMA website at www.usma.edu/class/dates.asp). The date of rank for all other ROTC commissionees will be the date that they execute the oath of office.

Items 7, 8, and 9 Always the date of appointment --- day, month and year. Center each entry

Item # 10. Center appropriate entry
Date is computed from 4 July 1776

4 July 2009 – 3 July 2010	two hundred and thirty-fourth
4 July 2010 – 3 July 2011	two hundred and thirty-fifth
4 July 2011 – 3 July 2012	two hundred and thirty-sixth
4 July 2012 – 3 July 2013	two hundred and thirty-seventh
4 July 2013 – 3 July 2014	two hundred and thirty-eighth
4 July 2014 – 3 July 2015	two hundred and thirty-ninth

Order your DD Forms 1A either through publication supply channels at your support installation or the Publications Office at the appropriate Brigade.

Appendix E - Personnel File Checklist For ECP LTs

Upon commissioning, the following files will be established and forwarded to USACC HQS ATCC-OIM; Commander, HRC, Early Commissioning Program Manager; and PMS 4-year gaining institution, and related actions taken as noted (see notes 1 and 2). Any questions concerning the ECP program will be submitted to the RMID, GRFD Program Managers or the HRC (AHRC-DDA-M) POC Mr Bradley Smith at (502) 613-6356 or email bradley.t.smith6.civ@mail.mil.

1. The Official Military Personnel File (Official Military Personnel Records, see note 1) is comprised of the following and should be stapled to the left side of folder (210 file):

- ___ Orders transferring lieutenant to USAR control group, Officer Active Duty Obligor (OADO)
- ___ DD Form 93 (Record of Emergency Data)
- ___ SGLV 29-8286 (Life Insurance)
- ___ DA Form 71 (Copy)
- ___ Memorandum of Appointment
- ___ Discharge order for purpose of commissioning
- ___ Certificates for Awards, Diplomas or Badges (non-Cadet awards)
- ___ Verification of Security Clearance (interim clearance memo or CCIMM 2.0 Security page w/investigation closed & granted dates)
- ___ DD Form 1172 (Application for Uniform Services ID Card)
- ___ DA Form 1307 (Individual Jump Record - Airborne/Air Assault)
- ___ DD Form 214 (active duty), DD Form 220 (USAR/ARNG), DD Form 215 (correction to 214), as applicable.
- ___ Waiver(s) (age, civil conviction, RE Code, dependency, etc) (Approval page only)
- ___ ROTC Contract (DA Form 597 [non-scholarship] or 597-3 [Scholarship] and all applicable addendums)
- ___ GRFD (Guaranteed Reserve Forces Duty) Contract Endorsement (CC Form 202-R or 203-R and 204-R [revocation]) (as applicable)
- ___ DD Form 4/1 & 4/2 (Enlistment Documents)
- ___ Designation of DMS/DMG (Certificate or Memo if applicable)
- ___ SMP (Simultaneous Membership Program) Contract (DA Form 4824R [USAR] or NGB Form 594-1 [ARNG]) (if applicable)
- ___ DA Form 591 and 591e (Application for Ed Delay)
- ___ SF 86 (For SSBI if selected for Control Branch MI)

The OMPF (Official Military Personnel File, see notes 1 and 2) is comprised of the following documents and should be stapled to the right-hand side of folder (201 file):

- ___ Orders transferring lieutenant to USAR control group Officer Active Duty Obligor (OADO)
- ___ Memo of Appointment
- ___ Discharge order for purpose of commissioning

- ___ DA Form 71 (Original)
- ___ Waiver(s) (age, civil conviction, RE Code, dependency, etc) (Approval page only)
- ___ Medical Exam (SF 88 and 93 or DODMERB Forms 2351 and 2492), 2808 and 2807-1 and medical waiver (if applicable)
- ___ DD Form 214 (active duty), DD Form 220 (USAR/ARNG), DD Form 215 (correction to 214), as applicable.
- ___ DA Form 3081-R (Periodic Medical Examination, Statement of Exemption)
- ___ ROTC Contract (DA Form 597 [non-scholarship] or DA Form 597-3 [scholarship] and applicable addendums) (original)
- ___ DD Form 4/1 & 4/2 (original if ROTC; copy if executed by USAR/ARNG unit)
- ___ Transcript with degree conferred (original)
- ___ GRFD (Guaranteed Reserve Forces Duty) Contract Endorsement (CC Form 202-R or 203-R and 204-R [as applicable])
- ___ SMP (Simultaneous Membership Program) Contract (DA Form 4824-R [USAR] or NGB Form 594-1 [ARNG], as applicable)

3. The Medical Treatment Record is comprised of the following and should be stapled together and placed loosely in the folder (201 file):

- ___ Medical Exam (SF 88 and 93 or DODMERB Forms 2351 and 2492), 2808 and 2807-1 and medical waiver (if applicable) (original)
- ___ DA Form 3081-R (Periodic Medical Examination, Statement of Exemption)
- ___ Memorandum from PMS regarding height/weight statement and APFT results

4. The Accession File is comprised of the following documents and should be stapled together and placed loosely in the folder (201 file):

- ___ ROTC Cadet Accession Management Profile (CC Form 67-9-1-R) (original)
- ___ Leader Assessment Management Sheet
- ___ Cadet Evaluation Report – Campus (CC Form 67-9) (original)
- ___ Cadet Evaluation Report – Camp (CC Form 67-9) (original)
- ___ Cadet Record Brief (original)
- ___ Transcripts with degree conferred (original)
- ___ Assignment Preference Sheet, Part 1 - General Information Section only (CC Form 218)
- ___ MOU between the ECP Lieutenant and ROTC Cadet Command

NOTES:

Note: 1. Final disposition of the OMPF, Medical Treatment Record, and the Accession File is not made until the officer is assigned to the USAR control group Officer Active Duty Obligor (OADO) and the appropriate order has been received.

Note: 2. Within 12 days of commissioning, submit **complete** MPRJ, OMPF, Medical Treatment Record, and Accessions File to the following addresses:

- a. Original: Commander, HRC (AHRC-OPD-A), 1600 Spearhead Division Avenue,
Ft. Knox, KY 40121-5400
- b. Copy: Commander, USACC, Accessions and Security (ATCC-PAS)
Fort Knox, KY 40121-5123
- c. Copy: PMS, Gaining 4-year School

Appendix F – Memorandum Examples For ECP LTs

This appendix provides examples of Memoranda required to process ECP officers. See paragraphs F-1 thru F-5.

F-1. Request for Assignment orders

MEMORANDUM FOR Commander, U.S. Army Cadet Command (ATCC-ROI-M), Bldg 1002, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121

SUBJECT: Request for Assignment Orders

1. Request orders transferring the below name lieutenant to the USAR control group, Office Active Duty Obligor (OADO).

- a. Name:
- b. SSAN:
- c. Permanent Mailing Address:
- d. Commission Date:
- e. Four Year Senior ROTC Baccalaureate School:
- f. Scholarship Type:
- g. Date of Medical Qualifying Physical:
- h. Date of Security Clearance:
- i. Date of request for revocation of GRFD control number:
- j. Unit of assignment LOA (ARNG) or VHR (USAR):
- k. Anticipated report date to unit:

2. I attest the following documents are on hand and were used to verify eligibility.

- a. Evidence of medical qualification.
- b. Evidence of academic qualification.
- c. Evidence of qualifying height/weight (body fat) and successful completion of APFT (within 60 days of commissioning).
- d. Evidence of security clearance.
- e. Evidence of waiver approval (if applicable).
- f. Evidence of U.S. citizenship and age.
- g. Evidence of acceptance into an ARNG or USAR unit.
- h. Evidence of acceptance into a baccalaureate degree granting school with an Army ROTC program where the lieutenant will be attending.
- i. Signed Memorandum of Understanding.

PMS SIGNATURE BLOCK

F-2. Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN Early Commissioning Program (ECP) Lieutenants (LT) And ROTC Cadet Command

SUBJECT: Statement of Understanding of Responsibilities under Provision of the Early Commissioning Program for 2LT_____.

1. I understand that if I am commissioned under the provisions of the ECP, AR 145-1, Senior ROTC Program: Organization, Administration, and Training, section II, chapter 6, I am still obligated to meet the following requirements:

- a. Remain a full-time student at an institution offering an ROTC program until I receive my baccalaureate degree.
- b. Complete my degree within 24 months **(add date)** but not later than 36 months.
- c. Maintain a minimum semester/quarter cumulative grade point average of 2.0 on a 4.0 scale or equivalent.
- d. Maintain height and weight requirements in accordance with AR 600-9, The Army Body Composition Program, and physical fitness standards as required by TC 3-22.20, Army Readiness Training. I will participate in a semi-annual Army Physical Fitness Test and height/weight verification at my RC unit of assignment and provide a copy to the ROTC program.
- e. Meet with the gaining PMS within five days of my first semester and quarterly thereafter to provide a status updates on academic progress, update my address and telephone number, and complete administrative records as required.
- f. Contact Officer Personnel Management Directorate, HRC, Attn: KNOX-HRC-OPD-A, Department 240, 1600 Spearhead Division Avenue, Fort Knox, KY 40122, telephone at 502-613-6356; no less than semi-annually to provide a status report on academic progress, update my address, telephone number, and complete administrative records as required.
- g. Undergo Drug and Alcohol Screening, HIV tests, and Physical Health Assessment (PHAs) as may be required by Cadet Command prior to commissioning also by the SROTC unit and RC unit after commissioning.
- h. Participate in professional development and technical proficiency requirements necessary to successfully complete the Basic Officer Leader's Course B.

2. Special considerations:

a. I acknowledge that according to my Cadet contract I may not transfer to another four year degree producing institution without the (1) written approval of the gaining PMS identified, (2) I must provide an official letter of acceptance from the new school at the time I submit my request to transfer. (3) I further agree to complete a new MOU with the new gaining PMS prior to arriving on campus and (4) send a copy of all transfer paperwork to; Officer Personnel Management Directorate, HRC, Attn: KNOX-HRC-OPD-A, 1600 Spearhead Division Avenue, Department 240, Fort Knox, KY 40122 at 502-613-6356.

b. As an ECP LT assigned to an RC unit, I will provide the gaining PMS with my RC commander's name, unit address, and unit telephone number. I understand that whenever Cadet Command recommends any adverse action be taken against me, it will be forwarded to my RC unit commander for processing within that RC chain of command. I am required to report to my unit and begin drill within 30 days after commissioning. Failure to comply with this requirement may result in being carried AWOL, loss of commission and recoupment of Ike Skelton Scholarship funds plus interest.

c. Should I fail to meet the academic, educational, military, physical, mental, or moral standards of my ROTC Cadet Contract and this MOU, I will have breached my contract. I further understand and agree that as a consequence of this failure, I may be ordered to active or reserve forces duty in my designated enlisted rank, and if I am a scholarship Cadet, I may be required to repay the financial assistance received in fulfillment of my ROTC contract.

d. As an ECP LT, I am eligible for the Educational Assistance Program (EAP). EAP is an agreement entered into between the United States Army and the newly commissioned ECP LT to provide financial assistance in order to obtain a baccalaureate degree and serve as an officer in the U.S. Army by executing an EAP contract, DA Form 597-4. EAP can provide up to two (2) years of benefits, either full tuition and fees or up to \$10,000 room and board. There are no extensions of benefits for EAP and for every year or partial year of EAP benefits received, a one (1) year service obligation will be added to your service obligation. EAP benefits can be started at anytime within the 36 months of entering the ECP.

3. As an ECP Lieutenant, I will complete the commissioning packet in coordination with the MJC PMS; the MJC PMS will submit the packet directly to Officer Personnel Management Directorate, HRC, Attn: KNOX-HRC-OPD-A, 1600 Spearhead Division Avenue, Department 240, Fort Knox, KY 40122 at 502-613-6356. A copy of the ECP LT packet will be given to the Cadet IAW CCR 145-9. If accessed for Reserve Forces Duty, the MJC PMS will assist me in locating a point of contact for reserve components for placement in an RC unit.

4. I will become an ECP LT on **(add date)** and expect to obtain my degree on **(add date)**. I intend to complete my degree at **(add University/College and Host FICE)**, and my first scheduled counseling session with my gaining PMS or representative will be **(add location, date and time)**.

5. Consequences for the ECP LT that has breached his/her contract are; (1) removal from the ECP and/or (2) loss of Commission that could result in all Ike Skelton Scholarship funds plus interest being recouped. Recoupment may also include any scholarship funds received while attending a Military Junior College (MJC).

6. I acknowledge and understand the provisions in this MOU and will adhere to it from this (**add date**), forward.

(LT Printed Name and Signature)
Signature)

(MJC PMS Printed Name &

(Current street address)

(ROTC BN Name)

(City, State, Zip)

(Address, City, State, Zip)

(Telephone #)

(Telephone #)

(Gaining PMS Printed Name, Signature & Date)
Date)

(Unit Commander Printed Name &

(ROTC BN Name)

(Unit Commander Signature)

(Address, City, State, Zip)

(Unit Name & UIC)

-
(Telephone #)

(Address, City, State, Zip)

CF:
ECP LT
MJC PMS
1st BRIGADE CDR
Gaining PMS
RC Unit CDR

F-3. Letter of Acceptance (LOA) National Guard

MEMORANDUM FOR CHIEF, NATIONAL GUARD BUREAU, ATTN: Officer Accessions (NGB-ASM), 1411 Jefferson Davis Highway, Arlington, VA 22202

SUBJECT: Letter of Acceptance

1. The unit stated below agrees to accept, John Doe, into to Officer vacancy indicated for the purpose of filling said position:
 - a. Applicant Name:
 - b. Social Security Number:
 - c. Applicant HOR/Address:
 - d. Applicant Phone Number:
 - e. Unit Name and Address:
 - f. Unit POC and Phone Number:
 - g. Unit UIC:
 - h. Officer POC
 - i. Authorized Grade:
 - j. Vacancy Paragraph:
 - k. Vacancy Line:
 - l. Vacancy Branch:
2. This is a (State) Unit. This officer will be assigned to the paragraph and line number listed above.
3. POC is the undersigned at (email), (phone)

Unit/BN/OSM Signature Block

F-4. Vacancy Hold Report (VHR) Army Reserves

VACANCY HOLD REPORT FOR CADET COMMAND

Produced on: _____

SSN:

VCN:

UIC:

UNIT NAME:

CITY:

STATE:

PHONE:

PARA:

LINE:

POSN:

MPC:

GRADE:

AOC:

LANG:

AOC DESC:

JOB TITLE:

STATUS:

TYPE:

REMARKS

F-5. Transmittal Letter

ROTC PROGRAM LETTERHEAD

(ROTC unit's office symbol)

(DATE OF REQUEST)

MEMORANDUM THRU Commander, U.S. Army Cadet Command (ATCC-ROI-M), Fort Monroe, VA 23651-5000

FOR Commander, Human Resource Command (AHRC-OPD-A), 1600 Spearhead Avenue, Ft. Knox, KY 40121

SUBJECT: Transmittal of Records-Second Lieutenant (Name), ECP (Non-scholarship) (Scholarship)

1. Enclosed are the MPRJ/OMPF, Medical Treatment Record, and Component/Branching Selection File pertaining to the appointment and initial assignment of Second Lieutenant (Name).
2. Second Lieutenant (Name) was commissioned early under the provisions of AR 145-1, Chapter 6, Section II.

4 Encls
as

PMS SIGNATURE BLOCK

Glossary

Section I - Abbreviations

AD	Active Duty
AFAST	Alternate Flight Aptitude Screening Test
APFT	Army Physical Fitness Test
APMS	Assistant Professor of Military Science
AR	Army Regulation
ARNG	Army National Guard
BCT	Basic Combat Training
BOLC	Basic Officer Leadership Course
BN	ROTC Program
BN CDR	ROTC Program Commander
CCIMM 2.0	Cadet Command Information Management System
CDR	Commander
CGPA	Cumulative Grade Point Average
DA	Department of the Army
DCSPER	Deputy Chief of Staff Personnel
DMG	Distinguished Military Graduate
DMS	Distinguished Military Student
ECP	Early Commissioning Program
DL	Educational Delay
FM	Field Manual
FORSCOM	Forces Command
GRFD	Guaranteed Reserve Forces Duty
HQDA	Headquarters, Department of the Army
HRC	Human Resources Center of Excellence
IAW	In Accordance With
IRR	Individual Ready Reserve
LT	Lieutenant
MEDDAC	Medical Department Activity
MJC	Military Junior College
MOU	Memorandum of Understanding
MPRJ	Military Personnel Records Jacket
MS	Military Science
MSC	Medical Service Corps
MUSARC	Major United States Army Reserve Command
NAC	National Agency Check
NGB	National Guard Bureau
OCAR	Office of Chief of Army Reserve
OML	Order of Merit List
OMPF	Official Military Personnel File
PME	Professional Military Education
POI	Program of Instruction

PMS	Professor of Military Science
RC	Reserve Component
RFD	Reserve Forces Duty
RFD AN	Reserve Forces Duty Army Nurse Corps
ROTC	Reserve Officers' Training Corps
SMP	Simultaneous Membership Program
SROTC	Senior Reserve Officers' Training Corps
SSBI	Single Scope Background Investigation
SY	School Year
TAG	The Adjutant General
AHRC	U.S. Army Human Resource Command
TDA	Table of Distribution and Allowances
TOE	Table of Organization and Equipment
TPU	Troop Program Unit
TRADOC	Training and Doctrine Command
USAR	U.S. Army Reserve
USACC	U.S. Army Cadet Command

Section II - Terms

Assistant Professor of Military Science

The primary instructor for ROTC Cadets enrolled in Military Science. APMS duties include, but are not limited to: recruiting, training, administration, coaching; and ultimately commissioning the future officer leadership of the Army.

ROTC Program Commander

See Professor of Military Science

Distinguished Military Graduate

A ROTC graduate who has maintained a distinguished military student status throughout MSL IV and is in the top 20% of the National Accessions OML.

Distinguished Military Student

An MSL IV Cadet who has attained a standing in the upper 50% of his/her academic class, a military science and leadership standing in the upper third of his/her ROTC class, and is ranked as such in the order of merit list established by the PMS.

Early Commissioning Program

A Program that allows ROTC Cadets who have completed all ROTC requirements except that of obtaining a baccalaureate degree to be commissioned. Only MJC Cadets may be commissioned under the provisions of this program.

Guaranteed Reserve Forces Duty Endorsement

An endorsement to the ROTC basic contract that guarantees Cadets reserve forces duty based upon the needs of the Army.

HRC (U.S. Army Human Resource Command)

Responsible for policies and procedures to assign, attach, detail, remove or transfer U.S. Army active component and reserve soldiers.

MS I/II/III/IV

Designation for the different levels of Military Science. For example, MS I is the first year, while MS IV is the fourth year. MS III and IV are the designations for the advanced course.

Military Junior College

A military school that provides high school and college level instruction, but does not confer a baccalaureate degree.

Military Qualification Standards

A system of sequential and progressive training designed to qualify Cadets/officers to perform duties at the 2LT level of professional development.

Order of Merit List

A listing that rank orders Cadets at the Campus/ROTC program.

Professor of Military Science

The academic and military position title of the senior commissioned Army officer assigned to duty with a Senior ROTC Program.

Simultaneous Membership Program

An officer training program that requires Reserve Component enlisted status in a Troop Program Unit for eligibility. Contract Cadets of RC units must assume SMP status or be discharged from their unit. RFD Scholarship winners must participate in SMP.